



---

## Employment Opportunity—

### Non-Permanent Part-Time ECEAP Program Specialist 2

January 17, 2012

The Washington State Department of Early Learning (DEL) helps ensure all children in Washington have high-quality early learning opportunities that prepare them for success in school and life. We work in partnership with parents, families, caregivers, and early learning professionals to offer information and resources that support healthy child development. Learn more about DEL at [www.del.wa.gov](http://www.del.wa.gov).

#### **Position Overview and Key Responsibilities**

We are currently seeking a part-time Program Specialist 2 in our Lacey Office. This position is anticipated to be part-time, 20 hours per week, and last 6 months. The Program Specialist 2 works as part of the DEL ECEAP team to implement ECEAP. This position focuses on support for implementation of the Early Learning Management System (ELMS) and the Teaching Strategies GOLD child assessment. The position will conduct research related to revising and aligning the ECEAP Performance Standards. In addition, this position provides administrative support for ECEAP.

#### **Desirable Qualifications**

DEL is most interested in candidates who meet or exceed the following criteria:

- A bachelor's degree.
- Knowledge of Head Start or ECEAP program requirements.
- Knowledge of government administrative procedures.
- Strong oral communication, writing and editing skills.
- Computer proficiency including Word, Excel and database applications.
- Ability to organize, prioritize, and complete multiple projects, with accuracy and within time limits.
- Ability to work cooperatively and collaboratively.
- Initiative, flexibility, accountability, responsiveness and willingness to learn.

## **Compensation Range - \$15.18 to \$19.79, hourly, DOQ**

Washington State offers a solid benefits package that includes a state retirement plan, deferred compensation, paid holidays, paid vacation and sick leave, a full array of health, dental, life and long-term disability insurance coverage, and other optional benefit programs.

This position is covered by a Collective Bargaining Agreement with the Washington Federation of State Employees (WFSE) which contains a “union security” provision. This means that, as a condition of employment, you must either join the union and pay union dues or pay the union a representation or other fee within 30 days of the date you are put into pay status.

## **Application procedure**

Interested candidates may apply by applying online at [www.careers.wa.gov](http://www.careers.wa.gov) or by submitting:

- A letter of interest (addressing the elements listed in the *Qualifications* section of this announcement, **in the order they are listed**); and
- A current resume

***Submit application materials to: [HR@del.wa.gov](mailto:HR@del.wa.gov)***

***Please include your last name and the position title in the subject line of your email.***

If e-mail is not possible, mail application packet to:

Washington State Department of Early Learning—Human Resources Department

PO Box 40970 Olympia, WA 98504-0970

FAX to 360/407-1437

Applications will be accepted until February 7, 2012. Candidate evaluation will be ongoing and it will be to the applicant’s advantage to submit materials as soon as possible.

*The Department of Early Learning is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please call 360.725.4922 or fax 360.407.1437.*

*Email: [hr@del.wa.gov](mailto:hr@del.wa.gov)*